



Date: 12/10/2020

Dear Prospective Quoter:

SUBJECT: Solicitation Number **19KV4221Q0003**

The Embassy of the United States of America in Pristina invites you to submit a quotation for ***Maintenance of Elevators at U.S. Embassy Pristina building.***

The Embassy intends to conduct a pre-quotation conference at the site, and all prospective offerors who have received a solicitation package will be invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the ***Matthew Connors*** on or before 15:00 local time on January 11, 2021. No quotations will be accepted after this time.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Block 23
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

All vendors must be registered in the SAM (System for Award Management) <https://www.sam.gov> prior to contract award pursuant to FAR provision 5.207. Therefore, prospective offerors are encouraged to register prior to the submittal of quotations/proposals.

The guidelines for registration in SAM are also available at Embassy Web page:  
<https://xk.usembassy.gov/embassy/pristina/contract-solicitations/>

Direct any questions regarding this solicitation to Matthew Connors by email [PristinaProcurement@state.gov](mailto:PristinaProcurement@state.gov) or by telephone **038/59593000** during regular business hours.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Connors', written over a horizontal line.

**Matthew Connors**  
Contracting Officer